NIST Technicalendar

UNITED STATES DEPARTMENT OF COMMERCE
Technology Administration
National Institute of Standards and Technology
Gaithersburg, Maryland 20899-0001

All lectures and meetings are open unless otherwise stated.

NIST Weekly Calendars and Bulletins Online
The address for online weekly editions (most recent three months) of the
NIST Technicalendar and NIST Administrative Calendar is:
http://ts.nist.gov/nvl/htdocs/calendars/calendars.html
Calendar files are in pdf format. If you don't already have the free Adobe
Acrobat Reader, first download it from:
http://www.adobe.com/Acrobat/readstep.html
The *Boulder Laboratories Weekly Bulletin* (current and previous week), in
html format, is available online at:
http://www.boulder.nist.gov:1580/bulletin/

ALL notices for submission into the July 8 to July 12, 1996, *NIST Technicalendar* MUST be received in Rm. 125, Bldg. 820, by NOON, <u>Monday</u>, <u>July 1, 1996.</u>   THANK YOU.

JUNE 24 TO JUNE 28, 1996
MEETINGS AT NIST

NIST UPDATE
DIRECTOR'S ADDRESS TO THE NIST STAFF

Thursday, June 27, 1996, 10:30 a.m. - 11:30 a.m.
Red Auditorium

Director Arati Prabhakar will discuss current issues, recent activities, and future plans at NIST. A question and answer period will follow.

There will be an interpreter for the hearing impaired.

6/24—MONDAY 11:00 a.m. PHYSICAL AND CHEMICAL PROPERTIES DIVISION SEMINAR: The Reaction Ensemble Method: A New Molecular-Based Technique for the Computer Simulation of Chemical Reaction and Phase Equilibria, W.R. Smith, Dept. of Mathematics and Statistics and School of Engineering, Univ. of Guelph, Canada. Rm. B165, Physics Bldg. (NIST contact: M.W. Chase, 975-3692.)

6/25—TUESDAY 10:00 a.m. ANALYTICAL CHEMISTRY DIVISION SEMINAR: Matrix Independent Headspace Analysis: The Full Evaporation Technique (FET), M. Markelov, ACS Labs. Rm. A322, Chemistry Bldg. (NIST contact: P. Grandsard, 975-4130.)

6/25—TUESDAY 10:30 a.m. FIRE SEMINAR: Experimental and Modeling Results of Fire Experiments in a Nuclear Reactor Containment Facility, L. Wolf, Univ. of Maryland, College Park, MD. Rm. B245, Polymer Bldg. (NIST contact: J. Gilman, 975-6573.)

6/26—WEDNESDAY 10:30 a.m. POLYMERS DIVISION SEMINAR: Counerion-Mediated (Gibbs) Attraction Betwen Colloidal Particles Scanning Microscopy and Ultra-Small-Angle X-Ray Scattering Study, N. Ise, Fengo Co., Ltd., Osaka, Japan. Rm. A315, Polymer Bldg. (NIST contact: E.J. Amis, 975-6681.)

6/26—WEDNESDAY 10:45 a.m. REACTOR RADIATION DIVISION SEMINAR: Colossal Magnetoresistance and Other Peculiar Magnetic Effects: An Overview of Data and of Theory, W.E. Pickett, Naval Research Lab., Washington, DC. New Conf. Rm., Reactor Bldg. (NIST contact: D. Neumann, 975-5252.)

6/26—WEDNESDAY 11:00 a.m. IEEE WASH./N. VA CHAPTER OF THE ELECTRON DEVICE SOCIETY AND NIST SEMICONDUCTOR ELECTRONICS DIVISION SEMINAR: Silicon Carbide Field Effect Transistors, J.M. McGarrity, U.S. Army Research Lab., Adelphi, MD. Rm. A362, Technology Bldg. (NIST contact: J. Kopanski, 975-2089.)

WASHINGTON POST SCIENCE EDITOR TO ADDRESS NIST STAFF

Thursday, July 11, 1996, 10:30 a.m. to 11:30 a.m., Lecture Room B

The Media Liaison Group of the Public and Business Affairs Division is pleased to announce that Curt Suplee, science editor for the *Washington Post*, has accepted our invitation to speak to NIST staff.

Curt will discuss how the *Post* covers science and technology, what makes a "good" story in the eyes of the *Post*, and what *Post* reporters need from science/technology experts when a story is in production.

We encourage all staff who regularly deal with the media, who expect to deal with the media in the future, or who are just interested in learning how science and technology are covered by the press to attend. We hope that this will be the first in a series of talks by reporters and editors as part of PBA's Media Communicators Program.

Questions: Call Linda Joy, 975-4403.

MEETINGS ELSEWHERE

6/24—MONDAY 10:30 a.m. NAVAL RESEARCH LAB. (NRL) CONDENSED MATTER AND RADIATION SCIENCES DIVISION SEMINAR: <u>Growth Mechanism and Disintegration Process of Carbon Nanotubes</u>, S.G. Kim, Dept. of Physics and Astronomy, Michigan State Univ., East Lansing, MI. Conf. Rm. 127, Bldg. 65, NRL, Washington, DC. (For futher information call D.J. Singh, 202-404-8627.)

6/28—FRIDAY 3:00 p.m. CARNEGIE INSTITUTION OF WASHINGTON GEOPHYSICAL LAB. (GL) SEMINAR: <u>On the Global Circulation of the Subducted Slab: Implications From Laboratory Experiments</u>, E. Takahashi, Tokyo Institute of Technology, Japan. Seminar Rm., Main Bldg., GL-DTM Grounds, Carnegie Institution of Washington, Washington, DC. (For futher information call 202-686-2410.)

TALKS BY NIST PERSONNEL

CONNY, J.M.: "Evaluation of Prototype Standard Test Data for XPS;" Surface Analysis '96; Ann Arbor, MI; 6/12/96.

GREENBERG, R.R.: "Unique Quality Assurance Aspects of Neutron Activation Analysis;" 9th International Conf. on Trace Elements in Man and Animals; Banff, Canada; 5/23/96.

LYON, G.E.: "Comparing Two Distinct Approaches to Scalability Testing;" Conf. on Telecommunication, Distribution and Parallelism (TDP '96); sponsored by Institute National des Telecommunications, Universite de Franche-Comte, CRS4, and SILAS; L'Agelonde, La Londes Les Maures, France, 6/27/96.

MINK, A.: "ATM Performance Measurement and Instrumentation;" Conf. on Telecommunication, Distribution and Parallelism (TDP '96); sponsored by Institute National des Telecommunications, Universite de Franche-Comte, CRS4, and SILAS; L'Agelonde, La Londes Les Maures, France, 6/27/96.

ZIMMERMAN, N.: "Single Electron Tunneling (SET) Research at NIST Gaithersburg;" Centre d'Etudes de Saclay, France; 6/24/96.

The OIS announces that the private_lgopher (alternate name: private-lgopher) the experimental Gopher which has been in operation since 1994, has been shut down, per Wo Chang, CSL. To access the NIST Virtual Library (NVL) resources, PCs using a graphical Web interface (such as Netscape or Mosaic) should use the address: "http://ts.nist.gov/nvl" to use the full range of available online resources.

Gopher access to the NVL : Gopher to "gopher://ricmenu.nist.gov." The NVL gopher is no longer under development. Resources which appear on the Web version of the NVL are *not* represented on the Gopher version.

DOS access to the NVL Online Catalog: telnet to port 7172 on ricmenu.nist.gov. These instructions are for users of OnNet 1.2 and 2.0 (use DOS telnet, "tn.exe"). If you are using a different communications package, you may need to type the port number after a space instead of a colon. Please check any documentation.

In the dialog box or at the command line, type "tn ricmenu.nist.gov:7172" (note the colon between the address and the port number). This connects to the NVL Online Library Catalog (LIBRO) directly. No password is required. DOS access to the NVL's OCLC First Search: telnet to port 7171 on ricmenu.nist.gov.

In the dialog box or at the command line, type "tn ricmenu.nist.gov:7171." This connects to OCLC First Search directly. No password is required.

UNIX: if gopher is defined as "ricmenu.nist.gov," then the command, "gopher" will connect with ricmenu.nist.gov gopher interface.

For additional information please contact Amy Wells (amy.wells@nist.gov), 975-2146 or Pamela Mason (pamela.mason@nist.gov), 975-4465.

1996 WORLD STANDARDS DAY PAPER COMPETITION

This year, the U.S. standards community will celebrate World Standards Day on October 16. To highlight the importance of standards to industry and government, the sponsors of World Standards Day, including NIST, are again holding a paper competition. The theme for the 1996 World Standards Day paper contest will be "U.S. National vs International Standards."

PRIZE: The author(s) of the winning submission will receive $2500 and a commemorative plaque. The winning paper will be published by ANSI, the Standards Engineering Society and others.

ELIGIBILITY: The competition is open to individuals in private sector or government facilities located in the United States. The paper may be co-authored.

RULES: The paper must be original and not previously published. NIST papers should be processed through WERB or BERB in the usual way. Papers must be between 2500 and 4500 words and should not exceed 20 pages. Entries must be received by September 1, 1996. Contest rules and application forms may be obtained from: Underwriters Laboratories, Inc., Attn.: Carolyn Anderson, WORLD STANDARDS DAY PAPER COMPETITION, 12 Laboratory Drive, Research Triangle Park, NC 27709; Phone: (919) 549-1877; Fax: (919) 547-6018.

NIST Administrative Calendar

Notices to be included should be transmitted in writing in time to be received by NOON on WEDNESDAY. Send to Management & Organization Division, Bldg. 415, Room 118, extension 4074, fax to 926-8091, or e-mail to gmr@micf.nist.gov.

June 24 - June 28, 1996

ADMINISTRATIVE ITEMS - New

Third Quarter Work-in-Process Estimates Due
Third quarter work-in-process estimates for each calibration, testing, and miscellaneous service cost center are due in the Office of the Comptroller by 12:00 noon on Wednesday, July 3, 1996. Each division having a cost center in these series must complete a Form NIST-611, Report of Work-in-Process, even though the work-in-process estimate may be zero. Please mail to Building 101/Room A928 or handcarry to Room A926. For further information, contact Harry Frizzell on extension 2287 or consult the NIST Administrative Manual, Subchapter 8.06, Appendix A.

Automated Classification System Update
The Automated Classification System (ACS) has modified ZP and ZA pay band descriptors IV and V. Please update your ACS through the MICF warehouse list. If you have questions using the Warehouse list, contact PC Assistance on extension 3099. If you have questions about the extraction or the Automated Classification System, contact Dawna Whitworth on extension 4059.

NIST Mentoring Program - Career Development Planning
The NIST Mentoring Program will conduct a workshop on CAREER DEVELOPMENT PLANNING - PART 2, on Thursday, June 27, 1996, from 1:30 to 3:30 p.m. in Lecture Room D, Administration Building. This is the second part of the course, but a review of the first part will be held at the beginning so you need not have come to the first part in order to attend. This workshop is designed to help you focus on planning and developing your long and short term career goals, steps to achieving those goals and the use of mentoring in the process. WORKSHOPS ARE FREE AND OPEN TO ALL NIST EMPLOYEES. You will also have the opportunity to meet people from other parts of NIST and connect with a possible mentor. Please respond by calling Rhoda Levin on extension 2575 or e-mail matzah@enh.nist.gov. Dr. Liz Berney of Berney Associates Training and Development will conduct the workshop.

Laboratory Safety Orientation for Summer Employees
A Laboratory Safety Orientation for Summer Employees will be presented on Tuesday, July 9, at 10:00 a.m. in Buiding 101, Lecture Room A. This will be the last session for this year's Summer Employees. All Summer Employees who missed the first session

must attend this session. Safety awareness in the lab, chemical hazards, and use of protective equipment are some of the topics to be discussed. Attendance is mandatory for all summer employees assigned to scientific and technical activities. Other interested persons are invited to attend. For additional information contact Eleanor Bateman on extension 5821. No pre-registration is required.

You Can Be A Lifesaver

One of the most startling ideas of modern medicine is that "SUDDEN DEATH" can be reversed. Perhaps more astonishing is the realization that this miracle of science may be brought about by any of us, anywhere, using our hands, our lungs, and our brains. Cardiopulmonary resuscitation can help victims survive to receive treatment with advanced medical techniques. The Fire Protection Group is once again offering CPR training. If you or your group would be interested in a class, call extension 6190.

Ready! Aim! Squeeze!

Would you or a member of your family know how to use a fire extinguisher in an emergency? Can you or your family spare 30 minutes to learn how? The Fire Protection Group is offering fire extinguisher training for you, your family, group, or division during the month of July. We can arrange a class at your convenience, seven days a week. Call extension 6190 to set up a date and time.

Blue Cross/Blue Shield Service Day

The next Service Day is scheduled for Friday, June 28, 1996, from 10:00 a.m. to 3:00 p.m. in Lecture Room C, Administration Building. The on-site problem solver will have a lap top computer to directly access your records. Questions regarding claims or enrollment can be resolved instantaneously. No appointment is necessary. Contact Marcia Robertson on extension 2157 or Nancy Cool on extension 2231 for additional information.

Surplus Property Auction

The Personal Property Unit in conjunction with GSA will be holding an auction on surplus property. This equipment is for sale for PERSONAL use to interested individuals (you may not purchase an item for which you determined the condition code upon submission of the NIST-6). Anyone wishing to screen this equipment, please meet in receiving (301/B185) at 9:00, 10:00, or 11:00 a.m. on June 24th or 25th. The auction will be at GSA on June 26. Please call Kenny Sykes on 3773 or 6370 if you have any questions.

SEBA Picnic

The SEBA Picnic will be held this year on June 22, from 11:00 a.m. to 3:00 p.m. Bring your family and join us for a day of fun at our annual picnic. Admission is $4 per adult and $2 per child (12 yrs. & under).

Retirement Luncheon for Vickie Fox

Vickie Fox of the Office of Human Resources Management is retiring after 29 years of government service. A retirement luncheon in her honor will be held on Wednesday, July 17, 1996, at 12:00 noon at the Comus Inn. The buffet menu will include baked chicken with mushroom sauce, roast beef au jus, parsley buttered red potatoes, green beans almondine, carrots, garden salad, and cake. The cost of the luncheon is $17.00

which includes tax and gratuity. For reservations and gift contributions, please call Roxie Mullinix at 975-3008 or Mary Chaney at 975-3027. Reservations need to be received by July 8th.

Looking to Carpool
Ride needed from Frederick at least 3 days a week. Must arrive by 7:15 - 7:30 a.m. at NIST North (AM Only). Will pay top dollar. Contact Dale Grinder on extension 5164 between 7:30 a.m. to 3:30 p.m.

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ADMINISTRATIVE ITEMS - Continuing

Student Picnic
Friday, July 19th, beginning at 12:00 noon there will be a picnic for students in the Picnic Grove located in front of the Administration Building. Hamburgers, hot dogs, salads, fruit and lots of goodies! There is NO COST for the picnic. For a reservation, please call Lannette Myers on extension 3028 by July 15th.

Iron Age Shoemobile to Visit NIST
The Iron Age Shoemobile will be at NIST on Monday, June 24, 1996, from 12:00 noon to 3:00 p.m.   The staff may purchase shoes from the shoemobile or place an order for shoes which will be shipped to their home. The shoemobile will be located north of Building 231 (Industrial). For further information you can contact the Safety Office on extension 5818.

Health Unit - Breast Cancer Awareness Breast cancer is most easily treated and cured when found early. On June 25th and 27th, at 2:00 p.m. the Health Unit will be teaching a Self-Breast Examination. Please call the Health Unit on extension 5131 to schedule an appointment to see this presentation.

HEAR YE!!! HEAR YE!! Continuing Education Fair '96
General Services Administration Policy, Planning, and Evaluation will offer a Continuing Education Fair on June 25th from 10:00 a.m. to 2:00 p.m. in the Employees Lounge, Admin. Building. Representatives will be available from the following: Johns Hopkins University, George Washington University, University of Maryland, Marymount University, American University, Catholic University and Capitol College. Please come and join them!

Annual Required Ethics Training **PLEASE NOTE CHANGE IN DATES** The DoC Office of General Counsel will be at NIST for our Annual Ethics Training in July 1996. All NIST employees required to file financial disclosure forms are REQUIRED TO ATTEND. The Ethics Training will be held on July 10, 17, and 18 in the Green Auditorium. OU's have been assigned specific dates and times as follows:

100 - July 10, 9:30 a.m.	810-July 10, 11:00 a.m.	840-July 17, 11:00 a.m.
200 - July 10, 9:30 a.m.	820 -July 10, 11:00 a.m.	850-July 17, 1:30 p.m.
300 - July 10, 1:30 p.m.	830-July 17, 9:30 a.m.	860-July 18, 9:30 a.m.

870-July 18, 11:00 a.m.
880-July 18, 1:30 p.m.

NOTE: A make-up session is scheduled for July 31, in the Green Auditorium at 9:30 a.m., 11:00 a.m., and 1:30 p.m. For additional information, please contact Debbie Martin on extension 3039.

Retirement Luncheon for Evelyn Maxwell
Evelyn Maxwell of the Reactor Radiation Division will be retiring on July 3, 1996, after 35 years of government service. A retirement luncheon for Evelyn will be held on Tuesday, July 9, 1996, at 11:30 a.m. at the Golden Bull Grand Cafe. The cost of the luncheon is $15.00 which includes tax and gratuity. A buffet will be served and a cash bar will be available. Please contact Kelly Ruhl on extension 6248, or Joan Hill on extension 6210 by July 1, 1996, if you plan to attend the luncheon or if you would like to contribute towards a gift.

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NAAS - NIST ASSOCIATION FOR AFRICAN-AMERICAN STAFF

NAAS General Meeting
NAAS will hold a general meeting on Thursday, June 27, at 12:00 noon. The meeting will be held in Lecture Room C, Administration Building. For further information, contact Charles Yancey on extension 6073 or Mary Chaney on extension 3027.

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PCX No. 269 _____ June 24, 1996

PC-EXCHANGE: Share your PC problems, questions, etc. so that other staff members can benefit from your experience or offer suggestions to address your PC needs. Mail/phone your contributions (anonymously or with credit) to Gaithersburg PC Assistance. Gaithersburg PC Assistance: Call the PC Assistance Hotline (voice or TDD), 301/975-3099; Admin/A738; e-mail PCASSIST@micf.nist.gov. Access the PC Assistance Web Page at: http://larch.cam.nist.gov/~eater/pcassist.html. Gaithersburg PC Maintenance and Hardware Upgrades: Call the PC Maintenance Hotline, 301/975-4090. Boulder PC Assistance or Maintenance: Call the Boulder PC Support Hotline, 303/497-3931; Room 1-4050; e-mail PCASK@bldrdoc.gov.

269.1 FILES DELETED AT THE DOS PROMPT DO NOT GO TO THE WIN95 RECYCLE BIN - We have had Win95 users inadvertently delete files which they thought were only being moved to the Recycle Bin. When you delete a file at the DOS prompt, or in any non-Windows 95 application such as the old Windows 3.x File Manager, the file is not placed in the Recycle Bin and cannot be restored. The Recycle Bin is a Windows 95 shell application; it tracks deletions from within the Windows 95 shell only. 16-bit applications and DOS-based applications do not report deletions to Recycle Bin. To avoid any problems with inadvertently deleted files, delete files from Windows Explorer, My Computer, or

another Windows 95 applications. This assures that deleted files are available to be restored from the Recycle Bin.

269.2 CUSTOM FILES FOR WORDPERFECT FOR WINDOWS - The following files hold the majority of custom settings you can make in WordPerfect for Windows 6.1 and 6.0a. It's a good idea to make periodic backups in case you need to restore your settings:

Filename	Standard Directory	Information stored in file
Custom files for 6.1:		
WPCSET.BIF	C:\WINDOWS	Preferences settings, Power Bar, Status Bar, Envelop addresses, QuickList, default printer selection
STANDARD.WPT	C:\OFFICE\WPWIN\TEMPLATE	Toolbars, Keyboards, Abbreviations, Address Book, Initial Style
WTSPELUS.QCS	C:\WINDOWS	All QuickCorrect words
WTSPELUS.SUP	C:\WINDOWS	Speller Supplementary Dictionary
Custom files for 6.0a:		
WPCSET.BIF	C:\WINDOWS	Preferences settings, Power Bar, Status Bar, Envelop addresses, QuickList, default printer selection
STANDARD.WPT	C:\WPWIN60\TEMPLATE	Button Bars, Keyboards, Abbreviations, Address Book, Initial Style
WPQC60US.DAT	C:\WINDOWS	Added QuickCorrect words
WPSPELUS.SUP	C:\WINDOWS	Speller Supplementary Dictionary

269.3 BACKUP BEFORE INSTALLING NEW SOFTWARE - Thanks to Cindy Shugars for passing along the following reminder: A user recently reported installing PCN, a news/information screensaver, and then discovering that OnNet 2.0 no longer worked properly. The PCN software had replaced the ctl3dv2.dll file in the windows\system directory with its own copy. It took a while to discover this. After restoring the original file, everything worked properly. It is important to backup your system BEFORE installing any new software which could change settings/files required by existing programs.

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OFFICE OF INFORMATION SERVICES - News

Library Tours
A 30-minute tour of the NIST Library (Research Information Center) is given on the 2nd Wednesday of every month. A member of the Office of Information Services staff is on hand for as long as necessary afterwards to answer questions, or to arrange for more detailed explanations of specific areas.

No reservation is required. If you have any questions, or want to make suggestions

about what should be covered, call Marietta Nelson on extension 3055. Next tour: Wednesday, **July 10, 1996**, at 10:30 a.m.

Attention Library Patrons
The OIS has been notified by the Computer Systems Laboratory that the private_lgopher (alternate name: private-lgopher), which has been in operation since 1994, has been shut down. To access the NIST Virtual Library (NVL) resources, PCS using a graphical Web interface (such as Netscape or Mosaic) should use the address: "http://ts.nist.gov/nvl" to use the full range of available online resources.

Gopher access to the NVL : Gopher to "gopher://ricmenu.nist.gov". The NVL gopher is no longer under development. Resources which appear on the Web version of the NVL are *not* represented on the Gopher version.

DOS access to the NVL Online Catalog: telnet to port 7172 on ricmenu.nist.gov. These instructions are for users of OnNet 1.2 and 2.0 (use DOS telnet, "tn.exe"). If you are using a different communications package, you may need to type the port number after a space instead of a colon. Please check any documentation.

In the dialog box or at the command line, type "tn ricmenu.nist.gov:7172" [Note the colon between the address and the port number.] This connects to the NVL Online Library Catalog (LIBRO) directly. No password]s required.

DOS access to the NVL's OCLC First Search: telnet to port 7171 on ricmenu.nist.gov

In the dialog box or at the command line, type "tn ricmenu.nist.gov:7171". This connects to OCLC First Search directly. No password is required.

UNIX: if gopher is defined as "ricmenu.nist.gov", then the command, "gopher" will connect with ricmenu.nist.gov gopher I nterface.

For additional information, please contact Pamela Mason (pamela.mason@nist.gov), x4465.

Other Training Notices
For information about *Introduction to Information Resources on the Internet and Navigating the Internet With Netscape*, please see the Computer Training section under Training and Education Opportunities in this issue of the Administrative Calendar.
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SEBA - STANDARD EMPLOYEES BENEFIT ASSOCIATION

Busch Gardens - Club USA Card - Double Discount Days through June 30
Present your Anheuser-Busch Theme Park Club USA card at any Busch Gardens Williamsburg general admission window and say "DOUBLE MY DISCOUNT." Offer

valid for one-day admission ticket purchase Busch Gardens Williamsburg ONLY! SAVE up to $48 for up to 6 admissions on one-day general admission. Busch Gardens Club USA cards are available in the SEBA Store for SEBA members.

SEBA Gift Store
RENOVATION SALE!! 75% OFF all merchandise with the exception of NIST tee shirts and sweatshirts (50% off). The other NIST logo items, Leggs panty hose, and some Russell Stover candy, regular price. All greeting cards are 3 for $1. Join SEBA - $5 - and take advantage of this great sale. Until further notice, the SEBA Store hours will be Tuesday thru Thursday, 10:00 a.m. to 3:00 p.m.

Vendor Schedule
The following vendors will be located in the Bldg. 101 Cafeteria:
June 26 and 27 - United Vision - Children's Educational Items
July 2 and 3 - Jack Vogt Jewelry
July 16 and 17 - The Silver Works - Jewelry

The following vendors will be lcoated in the Employee's Lounge, Bldg. 101:
July 9 and 10 - Art Expressions - Related article about Art Expressions Gallery in Gazette. Copies available in SEBA Store.

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CAFETERIA MENU (Subject to change without notice)

Monday	Tuesday	Wednesday	Thursday	Friday
Special	**Special**	**Special**	**Special**	**Special**
Bread/Pork Chop	Chicken	Stir Fried Bf/ Vegs	Meatloaf	Seafood Au Gratin
Spanish Rice	Cacciatore	Rice	Mashed Potatoes	Italian Zucchini
Green Peas	Rice	Seasoned Kale	Fiesta Corn	Mixed Vegetables
Cheesecake	Roman	Roll & Butter	Roll & Butter	Roll & Butter
Entrees/Vegs	Vegetables	**Entrees/Vegs**	**Entrees/Vegs**	**Entrees/Vegs**
Burrito	Roll & Butter	Burrito	Taco Salad	Burrito
Ch/King w/Rice	**Entrees/Vegs**	Chicken Kiev	Burrito	Chicken Fajita
Bread/Pork Chop	Burrito	Stir Fried Bf/ Vegs	Arroz Con Pollo	Seafood Au Gratin
French Gr Beans	Chick Cacciatore	Seasoned Kale	Meatloaf	Mac & Cheese
Green Peas	Ctry Fried Steak	Baby Carrots	Fiesta Corn	Italian Zucchini
Spanish Rice	Lyonnaise Squash	Baked Potato	Mashed Potatoes	Corn/Carrot/Pea
Rice	Roman Vegs	Rice	Rice	Rice
Soup/Internl	Gl Acorn Squash	**Soup/Internl**	**Soup/Internl**	**Soup/Internl**
Beef Barley	Rice	Old Fashion Bean	Onion Soup	Cl Clam Chowd
Pasta	**Soup/Internl**	Oriental	Pasta	Pasta
	Vegetable			
	Pasta			

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TRAINING AND EDUCATION OPPORTUNITIES

To reserve a space in any training course an approved NIST Request For Training Memo must be submitted unless otherwise noted. Receipt of the approved Memo serves as your space registration. All classes will be filled on a first-come-first-reserved basis. Without an approved Memo, we are unable to reserve a space in any class. Please forward the approved Memo as soon as possible when planning your training. If you have any

questions, please call x3017. The Training Office Fax # is 947-0182. Thank you!

MANAGEMENT UPDATE SERIES
The Management Update Series is a series of monthly briefings for all supervisors and managers focusing on administrative subjects critical to the way we operate. The Request for Training Memo is not required for sessions in the Management Update Series, unless otherwise noted.

CLASSIFICATION TRAINING FOR SUPERVISORS
Description: The classification and position description system is a component of the NIST Personnel Management Demonstration Project. As a supervisor of employees covered by the demonstration Project, you are delegated authority to classify positions of employees covered under the Demonstration Project. In this session you classify and create a position description. This is a required course for every probationary supervisor. The course must be completed before a supervisor can access the Automated Classification System (ACS).

Instructor: John Hanson, Office of Human Resources Management
Cost: NONE
Date: July 10, 1996 (Note New Date)
Location: A41, Administration Building
Time: 9:30 a.m. - 11:00 a.m.

Due to the limited number of p.c's every participant must reserve a space. Please call X3017 to register.

RETIREMENT/BENEFITS
Instructor: Marcia Robertson, Office of Human Resources Management
Cost: NONE
Date: June 24, 1996
Location: Lecture Room D, Administration Building
Time: 1:30 p.m. - 3:00 p.m.

CONFLICT RESOLUTION FOR MANAGERS AND SUPERVISORS
Description: This course is open to all supervisors and managers. Participants learn methods for diagnosing sources of conflict and strategies for successfully resolving many different types of conflict. In addition, participants identify their own conflict style and its strengths and weaknesses. Workshop methods include: tailored cases, structured exercises, Negotiation Style Inventory instrument and film.

Instructor: Liz Berney of Berney Associates
Cost: Approximately $115 per participant
Date: July 9, 1996
Location: Lecture Room D, Administration Building
Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo must be submitted by ASAP.

PERFORMANCE MANAGEMENT SYSTEM (SUPERVISORS AND MANAGERS)
Instructor: Ellen Dowd, Director of Office of Human Resources Management
Cost: NONE
Date: July 22, 1996
Location: Lecture Room D, Administration Building
Time: 1:30 p.m. - 3:00 p.m.

PERFORMANCE MANAGEMENT SYSTEM (WAGE GRADE)
Instructor: Ellen Dowd, Director of Office of Human Resources Management
Cost: NONE
Date: July 23, 1996
Location: Lecture Room C, Administration Building
Time: 1:30 p.m. - 3:00 p.m.

HEALTH AND SAFETY RESPONSIBILITIES
Instructor: Eleanor Bateman, Occupational Health and Safety Division
Cost: NONE
Date: July 24, 1996
Location: Lecture Room C, Administration Building
Time: 1:30 p.m. - 3:00 p.m.

EMPLOYEE UPDATE
PERFORMANCE MANAGEMENT SYSTEM (ALL EMPLOYEES)
Instructor: Ellen Dowd, Director of Office of Human Resources Management
Cost: NONE
Date: July 23, 1996
Location: Lecture Room C, Administration Building
Time: 9:30 a.m. - 11:00 a.m.

PERFORMANCE MANAGEMENT SYSTEM (WAGE GRADE ALL EMPLOYEES)
Instructor: Ellen Dowd, Director of Office of Human Resources Mangement
Cost: NONE
Date: July 24, 1996
Location: Lecture Room C, Administration Building
Time: 9:30 a.m. - 11:00 a.m.

GENERAL TRAINING

MASTERING THE ART OF CUSTOMER SERVICE

Description: The O-Board is pleased to sponsor Nancy Friedman, an international keynote speaker on customer service and telephone skills, who will address the NIST staff on the importance of standard practices and procedures for dealing with our customers. NIST, known world-wide for setting the highest standards in science and technology, should consistently aim for the same level of performance in dealing with our customers. Nancy's common sense approach combined with her humorous presentation format, provide both an educational and entertaining resource for performance improvement in the important area of customer service. Nancy has been a guest on Good Morning America, CBS This Morning, CNN, CNBC and hundreds of other radio and TV outlets around the country. She has been on the speaker line with General H. Norman Schwarzkopf, Lou Holtz, General Colin Powell, Jack Anderson, Pete Rose, Bobby Knight and Ken Blanchard. Her clients include hundreds of major U.S. businesses, trade associations and government agencies that have benefitted from her insight on this important topic.

Please join us on August 20th to hear Nancy's thoughts on topics like the "Five Forbidden Phrases", how to deal with "Emotional Leakage" and dealing with irate customers. Nancy will also provide insight on the benefits of standardized phone greetings and effective use of the phone mail to best serve the customers and NIST staff. Bring any questions you might have for Nancy on how to handle situations you feel are unique to NIST.

Instructor: Nancy Freidman, Telephone "Doctor"
Cost: Approximately $650 per OU (approx. $30 per participant)
Date: August 20, 1996
Location: Red Auditorium
Time: 9:30 a.m. - 11:30 a.m.
PLEASE NOTE: Request for Training Memo is not needed, however I will need a CC# from each OU by July 18th.

PRE-RETIREMENT SEMINAR
Description: In this 1-day seminar you will learn the Civil Service/FERS Retirement Benefits and Social Security Benefits/Medicare. This seminar is for those employees who are thinking of

retiring in the next 5 years. Joanne McGehrin is a great instructor!

Instructor: Joanne McGehrin and Associates
Cost: Approximately $100 per participant
Date: August 8, 1996
Location: Lecture Room D, Administration Building
Time: 8:30 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo must be submitted by July 25.
NOTE: Spouses are welcome!

THE CAREER REINVENTION CENTER
Description: The classes being held at Main Commerce will be coming to NIST in July!

The world and the workplace are changing rapidly. Department of Commerce employees will thrive if they learn too embrace change and steadily reivent their skills and careers. The Career Reinvention Center is a place for each of us to launch that effort.

Workshops: Dates, Time and Location:

Resume Writing: Interested in knowing how to prepare a resume? At this interactive workshop you will learn helpful hints on how to make your resume standout. **PLEASE NOTE: Participants should bring a draft resume to the workshop for the interactive class exercises.**

Date: July 9, 1996
Time: 10:00 a.m. - 12:00 noon
Location: Lecture Room E, Administration Building
Cost: None
Please e-mail patricia.oconnor@nist.gov to register

Interviewing Skills: How long has it been since your last job interview? Do you think you could have done better? Come to hear what works and practice being interviewed.
PLEASE NOTE: Participants will sign-up to be videotaped. Please bring your own VCR tape to the taping session if you want to take home your taped interview.

Date: July 16, 1996
Time: 10:00 a.m. - 12:00 noon
Location: Lecture Room C, Administration Building
Cost: None
Please e-mail patricia.oconnor@nist.gov to register

BEGINNING JAPANESE IA

Description: An introductory course in Japanese language and culture. The emphasis is on oral communication. A Japanese writing system will be introduced. Students will have weekly assignments and should plan on spending at least one hour each evening studying outside of class time.

Instructor: Mrs. Akiko Roller
Cost: Approximately $200 per participant
Dates: September 17, 1996 - January 28, 1996 (Every Tuesday)
Time: 10:40 a.m. - 12:20 p.m.
Location: B111, Administration Building
PLEASE NOTE: Request for Training Memo must be submitted by August 29 in order to receive books on time.
PLEASE NOTE: Japanese Level IIC and VIC will also continue in the fall starting September 17. When filling out your DN-11 use the same information as above.

FINANCIAL PLANNING AND THE THRIFT SAVINGS PLAN

Description: This is a wonderful one day workshop that can benefit everybody. The presenter will Sharon Cayelli, CFP, Sharon has had great reviews at other government agencies. Her workshop will cover:

-- Planning for the Future, Creating Realistic Dreams, Setting Financial Goals,   Building a Nestegg
--Achieving Financial Goals, Managing Debt, Secrets of Successful Saving, Tax Tips and Reviewing Your Mortgage
--Thrift Saving Plan, TSP "Basics", An Overview of the "G", "C" and "F" Funds, Investing: The step Beyond "Just Saving", Understanding Risk, Fundamentals of Investing

Instructor: J.P. McGehrin & Associates
Cost: Approximately $40 per participant
Date: August 28, 1996
Location: Lecture Room D, Administration Building
Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo must be submitted by August 7.

TEAMBUILDING

Description: Participants will learn that a team is more than just a group of people working together, a team is a dimension in which there is a common purpose, mutual trust and respect, and support for the advancement of the individual and the team.

Instructor: R.C. Taylor and Associates, Inc.
Cost: Approximately $150 per participant
Time: 9:00 a.m. - 4:00 p.m.
Date: August 6, 1996
Location: Lecture Room C, Administration Building
PLEASE NOTE: Request for Training Memo must be submitted by July 16.

COTR LEVEL I

Description: This course is required for certification as a contracting officers technical representative. If you have any questions regarding your need for this certification, please contact your administrative officer within your Division.

Instructor: Management Concepts, Inc.

Cost: Approximately $175 per participant
Dates: August 26 & 27, 1996
Location: Lecture Room D, Administration Building
Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo needs to be submitted by August 12. **For technical questions please call Barbara Camp x6338.**

CONFLICT RESOLUTION (SUPPORT STAFF) THIS IS A GREAT CLASS

Description: In this 1-day workshop you will learn how to keep your cool, stand your ground and reach a position solution. You will also learn techniques proven to work in a variety of conflict situations.

Instructor: CareerTrack
Cost: Approximately $150 per participant
Date: July 10, 1996
Location: Lecture Room D, Administration Building
Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo must be submitted ASAP.

THE EXCEPTIONAL ASSISTANT

Description: In this 1-day powerful workshop you will learn essential professional skills such as, prioritizing, problem solving, managing time, resources, and crisis, delegating, decision-making, political and people skills and much, much more. This is a great class for all support staff!

Instructor: Fred Pryor Seminars
Cost: Approximately $125 per participant
Date: August 7, 1996

Location: Lecture Room C, Administration Building
Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo must be submitted by July 8.

EFFECTIVE WRITING FOR PROFESSIONALS
Persons to attend course: Professionals who are skilled writers but need to further refine their writing style.

Description: Writing effectively means more than just writing correctly. It means developing a sensitivity to the reader's needs, an awareness of the purpose of writing a specific communication, and the ability to order ideas and word them for maximum impact and clarity. By the conclusion of the course, participants will be more constructively critical of their own writing and will begin to apply the writing principles discussed in class.

Instructor: Carol Solomon of Carol Solomon and Associates
Cost: Approximately $150 per participant
Dates: July 16, 18, 23 and 25, 1996
Location: B111, Administration Building
Time: 9:00 a.m. - 12:00 noon
PLEASE NOTE: Request for Training Memo must be submitted ASAP.

WRITING FOR RESULTS
Description: The objective of the course is to introduce participants to the fundamentals of direct, concise, reader-oriented letters and memorandums. This class is designed for staff members with limited writing experience who need to write basic memos and letters.

Instructor: Carol Solomon of Carol Solomon and Associates
Cost: Approximately $125 per participant
Dates: July 16, 18, 23, 25, 1996
Location: B111, Administration Building
Time: 1:00 p.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo must be submitted ASAP.

COMPUTER TRAINING
All NIST Request for Training Memo's must be received by the Training Office at least two weeks prior to the start date of the course unless otherwise noted. At this time, the Training Office will either obligate to the instructor or cancel the class. Receipt of the approved Memo serves as your space registration. All classes will be filled on a first-come-first-reserved basis. Any questions please call Pat on x3017.

Introduction to Windows is a prerequisite for all Windows applications!
All classes will be held in A41, Basement 101.
All 1-Day Classes will be $125
All 1/2 Day Classes will be $60
All 2-Day Classes will be $225, unless otherwise stated.

THE BASICS OF SYNCHRONIZE TRAINING
Description: This class will cover the basics of using Synchronize, including how to create calendar items such as Events, To-Do's, and Reminders, customize calendar configurations through menu items, set alarms for meetings, manage another person's calendar, and how to let Synchronize take care of scheduling conference rooms.

Instructor: Linda Helfer and Donna Ott of the Distributed Computing and Information Division
Dates and Times:
July 25, 1996 - 1:00-3:30
July 29, 1996 - 9:00-11:30
July 29, 1996 - 1:00-3:30
July 31, 1996 - 1:00-3:30
Cost: NONE
PLEASE NOTE: DN-11's are not required but send and E-Mail message to Patricia.oconnor@nist.gov to register for a space, the class is limited to 15 people.

SYNCHRONIZE TRAINING PLUS II
Description: This class will teach Synchronize users the basics of the calendaring software plus go into more detail and cover a few more features of the software, including how to create calendar items such as Events, To-Do's, and Reminders, customize calendar configurations by editing configuration files, set permissions for effective use of their calendars by others, plus more advanced features such as using Synchronize as a stand-alone program and setting up programs to be executed when meetings are about to begin. Some prior experience using MS-Windows, UNIX, or Macintosh is required.

Instructor: Chuck Eater and Tish Antonishek of the Distributed Computing and Information Division
Dates and Times:
July 1, 1996 - 1:00-3:30
July 3, 1996 - 9:00-11:30
July 9, 1996 - 9:00-11:30

July 9, 1996 - 1:00-3:30
July 11, 1996 - 1:00-3:30
July 15, 1996 - 1:00-3:30
July 17, 1996 - 9:00-11:30
July 17, 1996 - 1:00-3:30
July 25, 1996 - 9:00-11:30
July 31, 1996 - 9:00-11:30
Cost: NONE
PLEASE NOTE: DN-11's are not required but send an E-Mail message to Patricia.oconnor@nist.gov to register for a space.

EUDORA TRAINING
Description: This short (2 1/2 hour) class will teach participants how to send and receive electronic mail using PC-Eudora for Windows, how to create and manage mailboxes, nicknames and distribution lists, how to write rules to automatically direct incoming and outgoing mail to specific mailboxes, and how to send and receive files as attachments.

Some prior experience using MS-Windows is required.

Instructor: Chuck Eater of the Distributed Computing and Information Division

Date and Time: August 27, 1:00 p.m. - 3:30 p.m.
Cost: NONE
DN-11's are not required but send an E-Mail message to Patricia.oconnor@nist.gov to register for a space.

QUICK PROCUREMENT SYSTEM (QPS) TRAINING FOR THE USE OF THE BANKCARD/BLANKET PURCHASE AGREEMENT (BPA)
Description: This one-day class will provide new BankCard holders and approving officials with easy instructions on the use of the BankCard. Topics to include: cardholder and approving official duties, listing of restricted items, checklist for placing BankCard/BPA orders, QPS hands-on data entry, and instructions on reconciling your monthly statement.

Instructor: The Acquisition and Assistance Division
Date: August 15, 1996
Time: 9:00 a.m. - 3:00 p.m.
PLEASE NOTE: This Training is "Mandatory" for all new BankCard holders and approving officials. The DN-11 is not required however, please reserve your space be sending an E-Mail to Patricia.oconnor@nist.gov.

Please contact Barbara Camp at x6338 if you have questions.

INTRODUCTION TO WINDOWS 3.1
Description: This one-day class will teach those new to the Windows environment the benefits of using Windows.

Instructor: Business Support Training, Inc.
Date: July 19, 1996 (Note New Date)
Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo must be submitted by July 3.

MIGRATING TO WINDOWS 95 (NEW CLASS)
Description: It's time to gear-up for the migration to Windows 95. The whole look and feel of Windows has made a really exciting change. Come and tour the desktop, use the Start menu, open and close windows. We will also change display properties, work with shortcuts, use the Control Panel and delve into the Windows Explorer. This class is intended for users already comfortable with Windows 3.1.

Instructor: Lyndie Billey and Associates
Date: July 23, 1996
Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo must be submitted by July 8.

UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1
Description: Your productivity will increase significantly with 6.1 by taking advantage of the Powerbars, Toolbars, Templates, and Coaches. First you'll learn how to use all the icons that appear each time you load the program, then you'll learn about some of the most remarkable, easy-to use features available in any wordprocessor on the market. And of course we'll cover your basic features Bullets, tabs, alignment, formatting, and tables as they are easier than ever. You'll also learn some of WP 6.1's Quick features that will allow you to get your work done more quickly.

Instructor: Impact Services, Inc.
Date: July 2, 1996
Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo must be submitted ASAP.

UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1
Description: Your productivity will increase significantly with 6.1 by taking advantage of the Powerbars, Toolbars, Templates, and Coaches.

First you'll learn how to use all the icons that appear each time you load the program, then you'll learn about some of the most remarkable, easy-to use features available in any wordprocessor on the market. And of course we'll cover your basic features Bullets, tabs, alignment, formatting, and tables as they are easier than ever. You'll also learn some of WP 6.1's Quick features that will allow you to get your work done more quickly.

Instructor: Business Support Training, Inc.
Date: June 28, 1996
Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo must be submitted ASAP.

UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1

Description: Your productivity will increase significantly with 6.1 by taking advantage of the Powerbars, Toolbars, Templates, and Coaches. First you'll learn how to use all the icons that appear each time you load the program, then you'll learn about some of the most remarkable, easy-to use features available in any wordprocessor on the market. And of course we'll cover your basic features Bullets, tabs, alignment, formatting, and tables as they are easier than ever. You'll also learn some of WP 6.1's Quick features that will allow you to get your work done more quickly.

Instructor: Lyndie Billey and Associates
Date: July 18, 1996
Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo must be submitted by July 3.

MICROSOFT POWERPOINT 4.0 FOR WINDOWS INTRODUCTION

Description: This class is designed for students who want to learn to open an existing presentation file and run a slide show; create a presentation using the Pick a Look Wizard; manipulate text; and draw and format lines and graphic objects. In addition, students will learn to add clip art to a presentation; use Microsoft graph; use the slide sorter view to work with slides; add transitions and automatic timing to a slide show; and print a presentation.

Instructor: Executrain
Date: July 30, 1996
Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for training Memo must be submitted by July 16.

INTRODUCTION TO INFORMATION RESOURCES ON THE INTERNET

The Office of Information Services will present a seminar for beginners who want to access the files, databases, home pages, discussion groups, and other information on the Internet. Topics covered will include electronic mail, remote login (Telnet), file retrieval (File Transfer Protocol), Gopher, and World Wide Web. The seminar will consist of a one-hour overview session and a three-hour hands-on session. A Request for Training Memo is not required.

Overview Instructor: Marietta Nelson, Office of Information Services
Date: July 10, 1996
Location: ADMIN, Lecture Room C
Time: 1:30 p.m. - 2:30 p.m.
Cost: None

Hands-on Instructor: Jeff Harrison, Office of Information Services
Date: July 11, 1996
Location: ADMIN, A41
Time: 9:00 a.m. - 12:00 noon
Cost: None

To register for this training, please call Jeff Harrison, x3054.

NAVIGATING THE INTERNET WITH NETSCAPE

The objective of this introductory hands-on workshop is to practice accessing and retrieving information via the Internet using Netscape Navigator client software for Microsoft Windows. For best results, participants should have some prior experience using the Internet and should know how to use a mouse. A Request for Training Memo is not required.

Instructor: Jeff Harrison, Office of Information Services
Date: July 16, 1996
Location: ADMIN A41
Time: 1:00 p.m. - 4:00 p.m
Cost: None

To register, contact Jeff Harrison, x3054 or jharrison@enh.nist.gov.

	NIST VACANCIES FOR GAITHERSBURG, MD					
	JUNE 21, 1996					
	Vacancy Announcements will not be available until the above date.					
Div	**Title**	**Series**	**Salary Range & Payband or Grade**	**Promotion Potential**	**Vacancy Number**	**Closing Date**
OPEN TO ALL QUALIFIED APPLICANTS						
353	Motor Vehicle Operator AMENDED	5703	$11.78hr. - $13.77hr. WG-6	NONE	NIST-1093/BL	06/28/96
353	Printing Assistant (Office Automation) AMENDED	0351	$20,989 - $27,297 ZS-III	NONE	NIST-0900/BL	06/28/96
821	Mechanical Engineer	0830	$52,867 - $81,217 ZP-IV	NONE	NIST-0521/RF	07/22/96
351	Office Automaton Clerk	0326	$18,229 - $27,297 ZS-II	ZS-III	NIST-1208/MC	07/08/96
812	Secretary (OA)	0318	$20,989 - $32,613 ZS-III	NONE	NIST-1215/MC	07/08/96
203	Administrative Specialist	0301	$25,061 - $43,888 ZA-II	NONE	NIST-1108/JC	07/05/96
OPEN TO CURRENT STATUS APPLICANTS						
357	Grants Specialist [2 vacancies][Temporary/Full Time]	1101	$25,061 - $57,800 ZA-II/III	NONE	NIST-1190/AG	07/12/96
OPEN TO CURRENT NIST STATUS EMPLOYEES						
353	Secretary (OA)	0318	$25,061 - $37,524 ZS-IV	NONE	NIST-1232/MC	07/05/96
NTIS VACANCIES FOR SPRINGFIELD, VA						
OPEN TO ALL QUALIFIED APPLICANTS						
NTIS	Customer Service Clerk (OA) [4 vacancies]	0303	$18,229 - $19,331 GS-3/4	GS-5	NTIS-041/JS	06/28/96
NTIS	Computer Specialist (Microcomputer Systems)	0334	$30,658 - $48,222 GS-9/11	GS-12	NTIS-182/JC	07/05/96
OPEN TO CURRENT NTIS STATUS EMPLOYEES & CTAP						
NTIS	Financial Management Specialist	0501	$25,061 - $32,582 GS-7	GS-12	NTIS-179/JC	06/24/96

APPLICANT SUPPLY FILE INFORMATION

NIST is collecting applications or resumes for future job openings in a range of occupational areas. Both government and non-government applicants (including NIST and DOC employees) may submit their applications

or resumes to be retained in a file system for 90 days. A separate application or resume is required for each occupation and payband or grade. Please indicate the occupation, payband or salary level you want to be considered for at the top of your application or resume. (See below) Applicants eligible for the DOC Career Transition Assistance Plan (CTAP) and the Interagency Career Transitions Assistance Plan (ICTAP) will receive priority consideration for any vacancy that may occur. If you wish to extend your period of consideration for Applicant Supply beyond 90 days, you must submit a new application or resume package.

Applicants who would like to place their application or resume in the NIST Applicant Supply System may mail or drop off their package at: NIST, Office of Human Resources Management, Bldg: 101, Room: A-123, Gaithersburg, MD 20899, Attn.: Applicant Supply.

We are accepting applications or resumes for Applicant Supply in the following fields: **Paybands I thru V:** Engineers, Computer Scientist, Metallurgist, Mathematical Statistician. **Paybands III thru V:** Physical Scientist, Computer Specialist, Biologist, Social Science, Research Psychology, Economist, Chemist, Mathematician, Physicist. **Paybands I & II:** Accounting. **Payband III:** Nuclear Engineering Technician. **Payband I thru IV:** Clerical Support (OA), Office Automation Clerk/Assistant, Secretary (OA). **Payband II:** Police Officers**.**

TELECOMMUNICATIONS DEVICE FOR THE DEAF: Contact Maryland Relay Service at 1-800-735-2258. **Vacancy Announcements can be picked up OUTSIDE the Personnel Office Bldg..: 101 from 6:30 a.m. - 6:30 p.m.**

 NIST PERSONNEL INFORMATION HOTLINE: DIAL **(301) 926-4851.** This is an outside call. Boulder vacancies are listed in the Boulder Lab Weekly Bulletin.